



City of Greenwood – Administrative Assistant

Job Title:	Administrative Assistant	Job Category:	Non-Exempt
Department/Group:	Human Resources	Job Code:	
Location:	City Building	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Director of Human Resources	Supervisor:	Director of Human Resources
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 2 North Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide essential support to Human Resource Department including maintaining Personnel Files, Human Resource records and Benefits documents. Perform general clerical tasks.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Maintain Employee Personnel files by keeping folders updated as additional documents are filed.
- Process all incoming phone calls and refer to appropriate person.
- Prepare reports and compile as needed for the Department.
- Update City bulletin boards and create monthly Safety flyers.
- Maintain detailed spreadsheets including Employee rosters, Safety training and special events.
- Routinely execute all other clerical tasks as needed within Human Resources.
- Adhere to strict confidentiality and highest ethical standards.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Computer and general clerical experience.
- **Skills and Abilities:** Ability to operate computer, telephone system and other office equipment. Must possess excellent communication skills.
- **Physical:** Must be able to sit for long period of time and be able to lift up to 20 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: